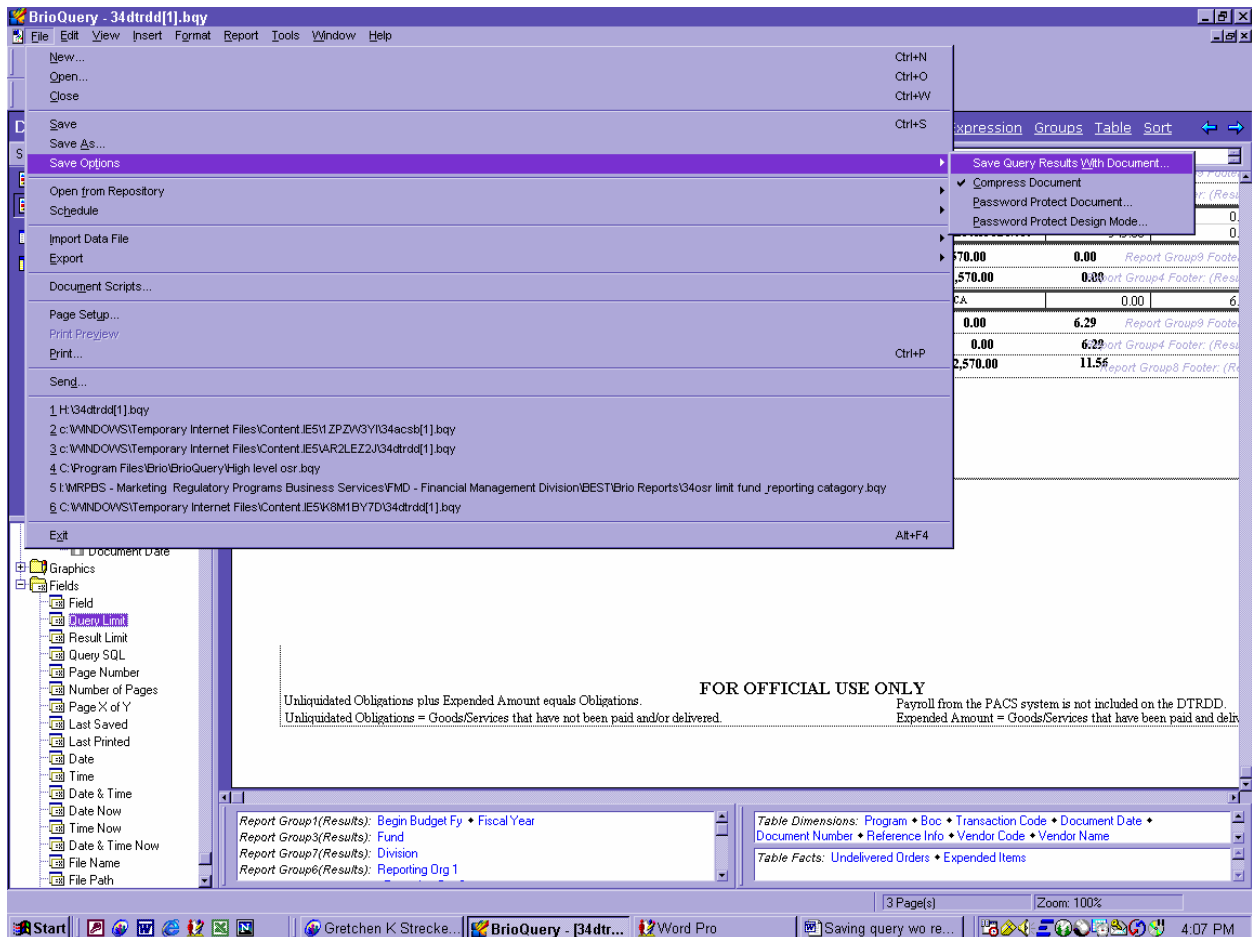


SAVE A QUERY WITHOUT THE RESULTS

- You would use this to send other users a copy of a report that you or someone else modified.
- Note: If this is a report made from scratch you will have to send it too the Project office to have it compiled. Compiling allows other non-Explorer users to use your report.

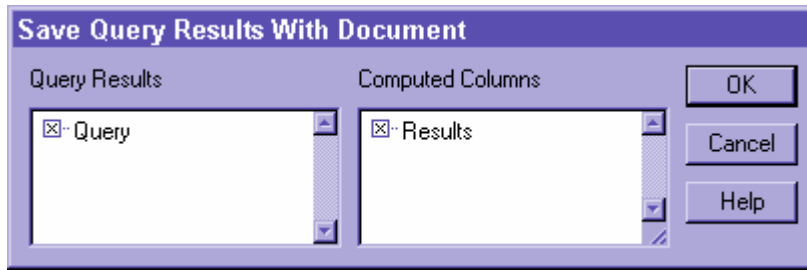
Step 1: Make your changes to a report, either a canned (off the web) report or a report sent to you.

Step 2:



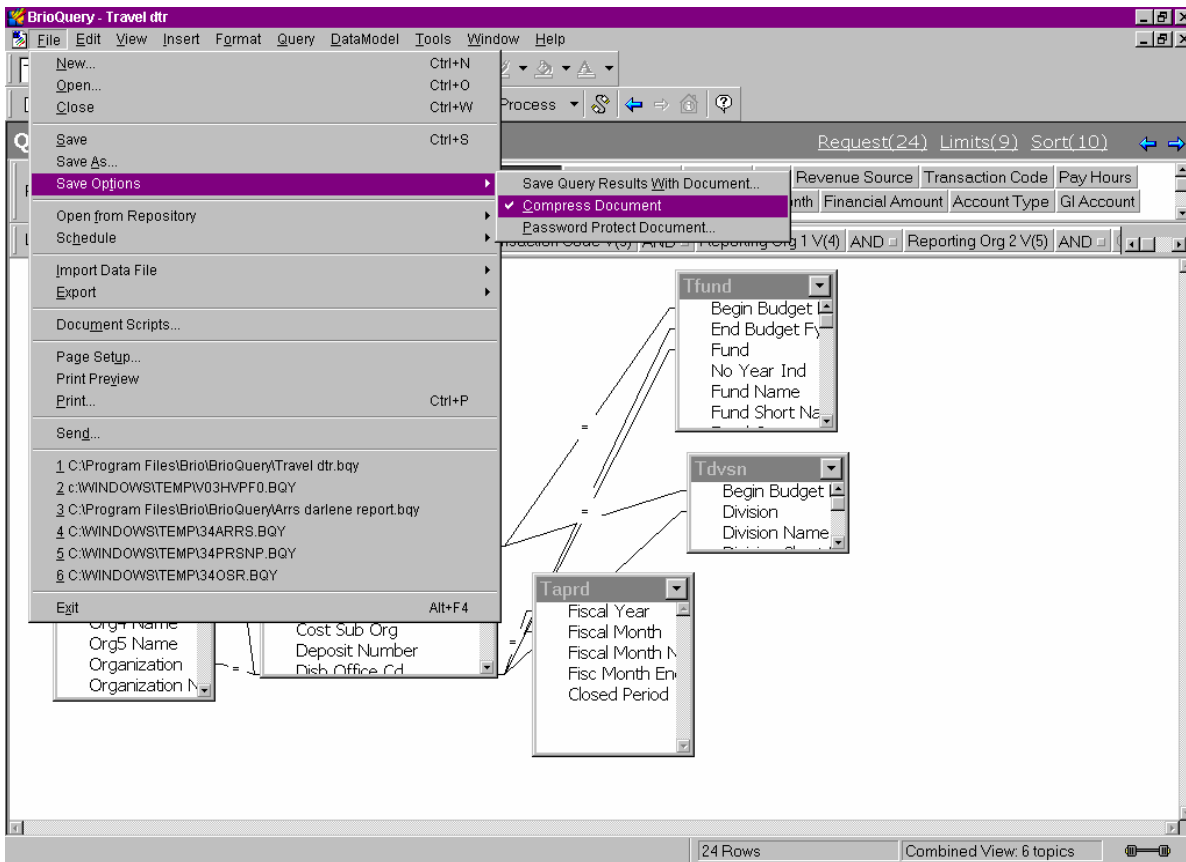
2. Go to **File**, **Save Options** and <click> on **Save Query Results with Document**.

Step 3:



3. <Uncheck> the box next to **Query** and <click> on **OK**. If you do have the box checked the report will be larger and the standard for reports is to have a blank report when a user receives it.

Step 4:



4. Got to **File**, **Save Options**, and <click> on **Compress Document**. This will leave a checkmark by Compressed Document.

Step 5:

BrioQuery - Arrs darlene report

File Edit View Insert Format Report Tools Window Help

New... Ctrl+N
Open... Ctrl+O
Close Ctrl+W
Save Ctrl+S
Save As...
Save Options
Open from Repository
Schedule
Import Data File
Export
Document Scripts...
Page Setup...
Print Preview
Print... Ctrl+P
Send...
Exit Alt+F4

1 C:\Program Files\Brio\BrioQuery\Arrs darlene report.bqy
2 c:\WINDOWS\TEMP\134RRDR.BQY
3 c:\WINDOWS\TEMP\134DTR.BQY
4 C:\Program Files\Brio\BrioQuery\Travel dtr.bqy
5 c:\WINDOWS\TEMP\134HVPF0.BQY
6 C:\WINDOWS\TEMP\134ARRS.BQY

Sort Expression Groups Table

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
REVENUE/REIMBURSABLE REPORT SUMMARY BY PROGRAM
PERIOD ENDING 8 2001 ---- May 2001 (CLOSED)

Revenue Source	Monthly Obligations	Monthly Collection Reimb	Monthly Collection Rev	Monthly Receivable Revenue
0199	0.00	0.00	4,640.09	0.00
1	0.00	0.00	4,640.09	0.00
06	0.00	0.00	4,640.09	0.00

Report Group1(Results): Begin Budget Fy
Report Group2(Results): Fiscal Year
Report Group4(Results): Fund
Report Group7(Results): Reporting Org 1

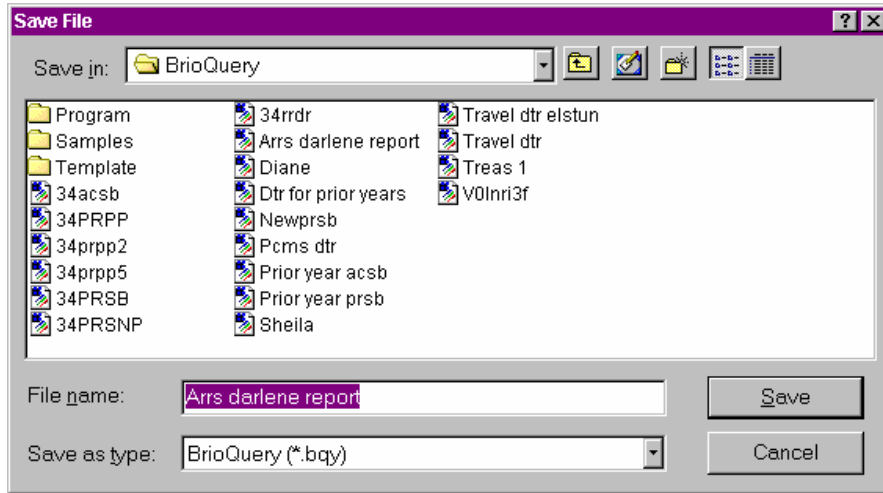
Table Dimensions: Program • Revenue Source
Table Facts: M Obligations • M Collection Reimb • M Collection Rev • M Receivable Revenue • M Receivable Reimb

5 Page(s) Zoom: 80%

Start Bubble Tea (washingto...) Word Pro - [Saving que... BrioQuery - [Arrs darl... 1:35 PM

5. Got to **File**, and <click> on **Save As**.

Step 6:



6. Save the document in a location and remember where it is located. The modified report now can be sent to anyone as an attachment that is detachable.

Step 7: Send the report as you would send any e-mail with an attachment.